

Iowa Balance of State Continuum of Care 2015 CoC Competition INSTRUCTIONS

October 1, 2015

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Part I: Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting project applications for the 2015 CoC competition.

Background and Definitions

Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: <https://www.onecpd.info/coc/>.

HUD 2015 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC, plus the required ranking of all Projects into Tier 1 and Tier 2 categories of priority.

Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Executive Committee of the council is also authorized to make decisions on the council's behalf, in between council meetings. The Continuum of Care Committee of the council makes recommendations regarding the application process.

Collaborative Applicant: Throughout the CoC competition, the Iowa Finance Authority acts as the official Collaborative Applicant, coordinating the process and providing support, including submitting the final approved application materials and project rankings to HUD.

Iowa Balance of State CoC New/Reallocated Project Competition: Any new project applicant and any voluntary reallocation new project applicant within the Balance of State must submit their application this year for review by the Continuum of Care Committee and/or the Executive Committee.

Iowa Balance of State CoC Renewal Projects: Renewal projects submitted Renewal Project Narratives in April, 2015. These narratives were reviewed, scored, and ranked by the CoC Committee, with final approval by the Iowa Council on Homelessness. Renewal project applicants must still complete a few final steps to submit their application to HUD in the 2015 competition.

Selected Resources:

- HUD 2015 Notice of Funding Availability:
<https://www.hudexchange.info/resources/documents/Revised-FY-2015-CoC-Program-NOFA.pdf>
- HUD FY 2015 CoC Program Competition NOFA Broadcast:
<https://www.hudexchange.info/resource/4708/fy-2015-coc-program-competition-nofa-broadcast/>
- HUD E-snaps resources: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>. Look for the section on this page for “CoC Program Competition—Project Applicants”
- Information specific to the Iowa Balance of State CoC, including resources regarding reallocation and the CoC competition timeline, as they are available:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

Contact Information for Iowa Balance of State CoC Application

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Available Application Options

- 1) *New Projects:* New project applicants may apply for Permanent Housing Bonus funding and/or funding made available through involuntary reallocation. This funding is competitive, based on several factors. The CoC will first review and select any such submitted new projects. The CoC may select projects totaling up to \$1,039,686 for Bonus funding and up to **XXXXXX** for funds freed through involuntary reallocation of other renewal projects. Selected projects will be submitted to HUD. HUD will make the final

determination of funding. Interested applicants should review the HUD 2015 NOFA for more information on project selection by HUD.

- 2) *Voluntary Reallocation New Projects:* Renewal projects may voluntarily reallocate a portion or all of their existing eligible renewal funds to create a new project. Voluntary reallocation projects may also request additional funding for the new project, beyond what is available through the voluntary reallocation.

New projects in either category above may be submitted for the following:

- a. Permanent Supportive Housing for chronically homeless individuals and families;
 - b. Rapid Rehousing for individuals, including unaccompanied youth, and households with children coming from the streets or emergency shelters or persons fleeing domestic violence; or
 - c. Supportive Services for a centralized/coordinated assessment system (limited to funding freed through reallocation, voluntary and/or involuntary; contact application staff asap if interested in this project type, as the application and process will necessarily be different).
- 3) *Renewal Projects:* Renewal applicants should refer to the document, “2015 Iowa Balance of State Renewal Applicant Funding Eligibility List,” to determine the amount, if any, available for their renewal project, after any adjustments made for involuntary reallocation. Renewal applicants may complete the final steps to submit an application for this amount to support their existing renewal project.

Application Process

Application Steps: Applicants should follow Part II and Part III of this document, as applicable.

Application Reviews: New Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for New Project Application selection and ranking will be made at a meeting of this committee; resources for this meeting will be available online:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Executive Committee of the Iowa Council on Homelessness will vote on these recommendations.

Resources for the Executive Committee may be found here:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>. Meetings of the council and its committees are generally open, public meetings, and anyone may join in to listen and offer public comment.

Appeals Process: The CoC followed an appeals process for 2015 renewal project application scoring and ranking. In September, 2015, the CoC Committee also recommended an appeals process be developed for new project application scoring and ranking, as well as involuntary reallocation decisions. **The Executive Committee may take action on this recommendation.**

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly.

Part II:

Instructions for New Projects and Voluntary Reallocation New Projects

Step 1: Letter of Intent: Due Friday, October 9, 2015

Each new project applicant and voluntary reallocation new project applicant **must** submit a letter of intent to apply, by **Friday, October 9, 2015**. Letters should be submitted by email to amber.lewis@iowa.gov. Letters should be submitted using the form prescribed. See Exhibit A.

Step 2: New Project Narrative: Due Tuesday, October 20, 2015

New Project Narratives for new and voluntary reallocation projects must be submitted for CoC review by Thursday, October 20, 2015. Project Narratives must be submitted to amber.lewis@iowa.gov. Project Narratives must answer the questions as directed.

Step 3: E-snaps Application and HUD Form 2991: Due Thursday, November 5, 2015

New and voluntary reallocation project applicants will be notified on or about October 30, 2015, if their new project was accepted by the CoC. Applicants will be required to submit an online application in E-snaps by Thursday, November 5, 2015. Because this is a short timeline from notification to the due date, applicants may choose to begin the project in E-snaps before then.

In the event that a voluntary reallocation project is not accepted by the CoC, the applicant may submit the previous renewal project in E-snaps instead.

E-snaps may be accessed at this link, along with a number of instructional guides on using the E-snaps system: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>.

Also by November 5, 2015, all accepted new project applicants and voluntary reallocation new project applicants must have a completed HUD Form 2991 on file. Some agencies are covered by the statewide Consolidated Plan; other agencies are covered by local Consolidated Plans. Agencies located in jurisdictions with separate local Consolidated Plans must submit HUD Form 2991. These jurisdictions include: Ames, Cedar Rapids, Iowa City, Davenport, Dubuque, and Waterloo. Locate the form at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf>

Part III: Instructions for Renewal Applicants

Step 1: Esnaps Application: Due Tuesday, October 20, 2015

E-snaps can be accessed at this link, along with a number of instructional guides on using the E-snaps system: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>.

Step 2: Submit HUD Form 2991: Due Thursday, November 5, 2015

Some agencies are covered by the statewide Consolidated Plan; other agencies are covered by local Consolidated Plans. Only agencies located in jurisdictions with separate local Consolidated Plans must submit HUD Form 2991. These jurisdictions include the following: Ames, Cedar Rapids, Iowa City, Davenport, Dubuque, and Waterloo.

By November 5, 2015, all renewal project applicants located in the named jurisdictions above must submit a completed HUD Form 2991, Certificate of Consistency with the Consolidated Plan. In jurisdictions where there are multiple CoC project applicants, applicants should work together to complete a joint form.

Locate at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf>

[Exhibit A]

2015 Iowa Balance of State Continuum of Care (CoC)

Letter of Intent Form

For New Projects and Voluntary Reallocation New Projects

All New Projects	
a. Name and Location of Agency	
b. Name and Location of New Project	
c. Type of Project	<input type="checkbox"/> New Project <input type="checkbox"/> Voluntary Reallocation New Project
d. Project Component	<input type="checkbox"/> Permanent Supportive Housing for chronically homeless individuals and families <input type="checkbox"/> Rapid Rehousing for individuals, including unaccompanied youth, and households with children coming from the streets or emergency shelters or persons fleeing domestic violence <input type="checkbox"/> Supportive Services for centralized/coordinated assessment (contact application staff; will require different application)
e. Amount Requested	\$ _____
f. Primary Agency Contact Person	Name: Email: Phone:
g. Alternate Agency Contact Person	Name: Email: Phone:
h. Federal identification/registration	DUNS #: _____ SAM Registration Current? <input type="checkbox"/> yes <input type="checkbox"/> no
i. Two-three sentence description of project	
Additional Items for Voluntary Reallocation Projects	
j. Name of renewal project being reallocated	
k. Eligible current renewal amount	\$ _____
l. Retained by renewal project: \$ _____	Reallocated for new project: \$ _____ Additional requested for new project: \$ _____

[Exhibit B]

2015 Iowa Balance of State Continuum of Care (CoC)

New Project Narrative

For New Projects and Voluntary Reallocation New Projects

Points possible: 100

Please be concise. Narrative responses should generally be limited to 1,000 characters or less. If selected to submit in E-snaps, the following questions mirror many of the questions in E-snaps. The E-snaps system has character limits for all fields, some of which may be different from 1,000 characters, but this provides a rough estimate.

Name of Agency:

Name of Project:

(must match with Letter of Intent submitted by October 9, 2015)

AGENCY SUMMARY (1 point)

- 1) **Provide a brief introduction to your agency.** *Include how this particular project fits within your overall agency.*

PROJECT SUMMARY (2 points)

- 2) **Provide a brief summary of your proposed project.** *The summary will serve as a guide to orient reviewers to your project. If seeking a voluntary reallocation of an existing renewal project, explain this.*

HOUSING TYPE AND LOCATION (2 points)

- 1) **Units/beds: (1 point)**
 - a. **Total units:** Includes all of the units in the project, regardless of size:
 - b. **Total Beds.** Includes all of the beds in the project, regardless of unit configuration:
- 2) **Housing type: (1 point)**
 - a. **Barracks:** Individuals and/or families sleep in a large room with multiple beds. Also includes large shelters which are traditionally used in the Emergency Solutions Grants Program.
 - b. **Dormitory, shared or private rooms:** Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.

- c. **Shared housing:** Shared housing is defined as an arrangement in which two or more unrelated people share a house or an apartment. Each unit must contain private space for each assisted family, plus common space for shared use by the residents of the unit. Common space must be appropriate for shared use by the residents and private space must contain at least one bedroom for each two persons in the family. A zero or one bedroom unit may not be used for shared housing.
- d. **Clustered apartments:** Each individual or family has a self-contained housing unit located within a building or complex that houses both (1) persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems persons with mental illness, or persons with AIDS/HIV—and (2) persons without any special needs.
- e. **Scattered-site apartments (including efficiencies):** Each individual or family has a self-contained apartment. Apartments are scattered throughout the community.
- f. **Single family homes/townhouses/duplexes:** Each individual or family has a self-contained, single family home/townhouse/duplex that is dispersed throughout the community.

AGENCY EXPERIENCE (20 points)

- 1) **Describe the experience of the agency in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.** *Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following: 1) working with and addressing the target population's identified housing and supportive service needs; 2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; 3) identifying and securing matching funds from a variety of sources; and 4) managing basic organization operations including financial accounting systems. (10 points)*
- 3) **Describe the experience of the agency in leveraging other federal, state, local, and private sector funds.** *Include experience with leveraging all Federal, State, local and private sector funds. (5 points)*
- 4) **Describe the basic organization and management structure of the agency. Include evidence of internal and external coordination and an adequate financial accounting system.** *Include the organization and management structure of the applicant and all subrecipients; be sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. (5 points)*

PROJECT DETAIL (25 points)

- 1) **Describe the scope of the project.** *Provide a clear and concise description of the scope of the project. The description should describe the community needs, target population(s) to be*

served, project plan for addressing the identified housing and supportive service needs, projected project outcome(s), coordination with other sources/partners, and the reason why CoC Program support is required. The information provided in this narrative must not conflict with information provided in other parts of the application. For example, if the project operates according to the Housing First model as indicated later on this screen, the narrative should not indicate otherwise. (5 points)

- 2) **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.** *Demonstrate how full capacity will be achieved over the term requested in this application. Keep in mind, in order to expend funds within statutorily required deadlines, applicants must be able to begin assistance within 12 months of conditional award. (10 points)*
- 3) **Housing First.** *The Housing First model is an approach to: 1) quickly and successfully connect individuals and families experiencing homelessness to permanent supportive housing 2) without barriers to entry, such as sobriety, treatment or service participation requirements or 3) related preconditions that might lead to the program participant's termination from the program. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. Review Sections II.A.6. and VII.A.1.h. of the FY 2015 CoC Program Competition NOFA and the Housing First in PSH brief at www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/ for more information. (10 points)*
 - a. **Will the project quickly move participants into permanent housing?** *Answer "Yes" to this question if your project will quickly move program participants into permanent housing without intermediary steps or a period of qualification before permanent housing. Answer "No" if the project will not work to move program participants quickly into permanent housing.*
 - b. **Will the project remove the following barriers to accessing housing and services?**
 - i. Having too little or little income
 - ii. Active or history of substance abuse
 - iii. Having a criminal record with exceptions for state-mandated restrictions, and
 - iv. Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).
 - c. **Will the project remove the following as reasons for program termination?**
 - i. Failure to participate in supportive services
 - ii. Failure to make progress on a service plan
 - iii. Loss of income or failure to improve income
 - iv. Fleeing domestic violence and
 - v. Any other activity not covered in a lease agreement typically found in the project's geographic area.

SUPPORTIVE SERVICES FOR PARTICIPANTS (20 points)

- 1) **Describe how participants will be assisted to obtain and remain in permanent housing:** *Describe plans to move program participants from the streets, other places not meant for human habitation, emergency shelters, and safe havens into PSH, as well as plans to ensure that program participants stabilize in PSH. A good response will acknowledge the needs of the target population and include plans to address those needs through current and proposed case management activities and the availability and accessibility of supportive services through primary health services, mental health services, educational services, employment services, life skills, and/or child care services. Good strategies should be highly population specific and will look markedly different for youth, older adults, and families. For example, youth may require a more time intensive service array including specifically tailored life skills, housing, and education programming with more points of contact with a case manager meeting them at their apartment or in youth relevant locations. Similarly, a young parents program might include parenting classes and other child care services. If program participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. (10 points)*
- 2) **Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:** *Address the needs of the target population, the required supportive services, the availability and accessibility of those supportive services, and any coordination with other homeless services providers and mainstream systems. Describe how service delivery directly leads to program participant employment; how service delivery leads directly to program participants accessing SSI, SSDI, or other mainstream services; and how the requested funds contribute to program participants becoming more independent. **Note:** Education plays an important role in the personal development of program participants, **especially youth participants**, and should be considered a strategy to maximize their ability to live independently. Youth are also unlikely to have job experience or familiarity with the workforce and government-provided supplementary income sources and so may require unique programming to meet their needs. (10 points)*

OUTREACH FOR PARTICIPANTS (10 points)

- 3) **Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:** *Indicate the percentage of homeless persons who are (or have been) admitted from each of the listed locations. (1 point)*
 - a. **Directly from the street or other locations not meant for human habitation.**
 - b. **Directly from emergency shelters.** (this includes domestic violence focused emergency shelters)
 - c. **Directly from safe havens.**
 - d. **Persons fleeing domestic violence (or attempting to flee).** (N/A for PSH)
 - e. **Total of above percentages (should generally be 100%):**

- 4) **Describe the outreach plan to bring these homeless participants into the project.** *Explain how program participants will be identified and connected with the offered housing and services. For projects participating in a CoC's coordinated entry process, simply explain that coordinated entry will provide outreach and access and describe the specific coordination and referral process between coordinated entry and this project. (9 points)*

CONTINUUM OF CARE PARTICIPATION (10 points)

- 5) **Iowa Council on Homelessness:** Has any representative of your program been an active participant in the Iowa Council on Homelessness, including council meetings, committees, and working groups? *(Note that anyone can participate in council or committee meetings even if not a voting member.)* Briefly describe. **(5 points)**

BUDGET AND CAPACITY (10 points)

- 6) **Budget request:** Provide a summary budget for the proposed project. Include the amounts that will be requested in each relevant category, according to HUD's rules for the particular proposed project. Include the total budget request. Also include the amount that will be requested for Administration. **(5 points)**
- 7) **Match and leverage:** Provide a summary of how the proposed project will meet the HUD matching requirement (25% for all categories except leasing), and the extent of any additional leverage. **(5 points)**